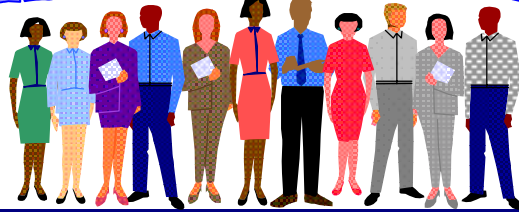


Personnel Issues & You



UPPS Newsletter 2000-12

December 1, 2000

*Personnel Cabinet
5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

*Secretary
Carol M. Palmore
Suite 516, 502-564-7430
Fax 502-564-7603*

*Julie True, Commissioner
Department for
Employee Relations
Suite 511, 502-564-7911
Fax 502-564-4311*

*Herb Sheeting, Jr.,
Commissioner
Department for
Personnel Administration
Suite 530, 502-564-2428
Fax 502-564-5826*

*Personnel Cabinet Web Site
[http://www.state.ky.us/
agencies/personnel/
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

Overtime Calculation

101 KAR 2:102, Section 5 Compensatory Leave and Overtime states in part (1) (a) An appointing authority shall comply with the overtime and compensatory leave provisions of the Fair Labor Standards Act (FLSA), 29 USC Chapter 8, and (c). An employee deemed to be "nonexempt" by the provisions of the FLSA shall be compensated for hours worked in excess of forty (40) per week.

It has been brought to our attention that there are agencies that are not in compliance with the provisions of the FLSA standards. For example if Tuesday is the end

of a pay period and an employee works 3 hours overtime Monday and Tuesday; the employee's time is being reported as 2.5 straight time for Monday and .5 at time and one half for Tuesday. Also, this employee takes off Friday, which means that they did not work in excess of 40 hours, and the employee has already been paid time and one half which has already been turned in on a time sheet. This method is in violation of the provisions of the FLSA.

The correct method to report this on a time sheet is if the pay period ends on Tuesday and the employee worked 3 overtime hours on Monday and Tuesday, then you would show 2.5 straight time on Monday, and the .5 would be carried over to the next time sheet. You cannot pay or earn comp time at time and one half until the employee has worked 40 or more hours that week. Time keepers should circle the .5 on the time sheet being turned in, and transfer it to the new time sheet for the next pay period.

All agencies need to remember that time and one half is based on a work week, not a pay period. //

INSIDE THIS ISSUE

- | | |
|---|--------------------------------------|
| 1 | Overtime Calculation |
| 2 | Increment Date for Non-Merits |
| 2 | Tax Update for Boone County/Florence |
| 2 | Checks to be Issued Before Christmas |
| 2 | Payroll Schedules |
| 2 | New Office Established |
| 2 | State of Emergency Executive Orders |
| 3 | Health Insurance Notes |
-

INCREMENT DATE FOR NON-MERITS

Please remember that if an employee resigns one day from merit or non-merit and appoints the next day with no break in service to a non-merit position, they are assigned a new six month increment date. //

Tax Update for Boone County/Florence

The maximum annual tax for Boone County and Florence residents and non-residents has increased from \$298.00 to \$307.80. The tax codes themselves remain the same. All necessary adjustments have been made in the payroll system. //

Checks to be Issued Before Christmas

We are pleased to announce that there will be a direct deposit for the December 1-15 pay period. Please remind your employees who direct deposit that they will receive a check stub on December 22, just as they do every pay day.

NOTE: Because of the short amount of time available for processing payrolls, please have all retro-pay notifications to Payroll by December 17 for regular and December 21 for supplemental. //

Payroll Schedules

The payroll schedules for December 2000 and the year 2001 have been placed on the Personnel Cabinet's Intranet Website at <http://kygovnet.state.ky.us/personnel/payinfo.htm>.

Please look at January because due to the shortness of the first pay period there will only be 3 days to process your first payroll. //

New Office Established

A new Office has been established within the Personnel Cabinet. Governor Patton recently signed an Executive Order creating the **Office of Public Employee Health Insurance**. This Order creates an Office that is dedicated solely to the health insurance program for the Commonwealth Group. Libby McManis has been appointed Executive Director and Jill Hunter Deputy Executive Director. The Office will be comprised of three branches - **Member Services Branch** (formerly Health Insurance Branch), **Enrollment Information Branch** (formerly Benefits Data Branch) and a new branch - **Data Analysis Branch**. //

State of Emergency Executive Orders

Governor Patton signed **Executive Order 2000-1347** on October 16, 2000 declaring a state of emergency in response to the catastrophic failure of a slurry impoundment in Martin County causing the rapid release of millions of slurry into the watershed of the Big Sandy River resulting in the contamination of water resources vital to the citizens of the Commonwealth. The mission began on October 11, 2000. State employees who are in the Kentucky National Guard and who have been ordered to work on this emergency should be allowed to use 914 Governor's Leave according to Personnel guidelines. Timekeepers should require their employees to provide a copy of military orders for mission #001015T01 to support the use of 914 for this emergency.

Governor Patton signed **Executive Order 2000-1427** on November 6, 2000, declaring a State of Emergency in response to the extremely dry conditions, which have led to an extraordinarily hazardous fire season. Over

Continued on page 3

Health Insurance Notes

State of Emergency.....continued from page 2

Advantage Care: As you are probably aware, Advantage Care will not be offered as a carrier for the Commonwealth Group after 12/31/00. Please ensure that all your affected employees made the appropriate changes. This information was due into the Enrollment Information Branch on November 17, 2000. Employees should be given every opportunity to select a new plan prior to automatically assigning them health insurance. You should have received a revised Auto Assign chart that was sent to all coordinators on November 8, 2000.

If your employees experience any problems getting prescriptions or claims paid, they can contact Consumer Protection in the Department of Insurance at (502) 564-6034 or toll free (800) 595-6053. They can also call the Member Services Branch at (502) 564-6534 or toll free (888) 581-8834.

Cross Referencing: If you have an odd amount on the twice-monthly cross-reference, round down to the next penny.

I.D. Cards:

Aetna – Will send all members an I.D. card.

Anthem – Will send new I.D. cards to everyone.

Bluegrass – Will only send I.D. cards to new members.

CHA – Will only send I.D. cards to new members.

Humana – Will only send new I.D. cards to new members and all POS members.

If you have any questions regarding any of the above, please contact the Member Services Branch at (502) 564-6534 or toll free at (888) 581-8834. //

16,500 acres of forests have burned in the Commonwealth. The forest fires are continuing to occur in the Commonwealth in large numbers. These conditions endanger the public health and safety and threaten the natural resources of the Commonwealth. The mission began on October 30, 2000. State employees who are in the KY Guard and have been ordered to assist in the forest fires should be allowed to use 914 Governor's Leave, according to Personnel guidelines.

Timekeepers should require their employees to provide a copy of Military Orders or a letter from their unit for Mission #001101T01 to support the use of 914 for this emergency. //